

DD/A Registry

78-4084

ODP 8-1908  
24 OCT 1978

DD/A Registry

File Training-5

MEMORANDUM FOR: Deputy Director for Administration

25X1A

FROM

:

Director of Data Processing

25X1A

SUBJECT

:

Full-Time External Training -

1. Action Requested: Paragraph four below contains a recommendation that you approve one semester of full time external academic study for [REDACTED]

25X1A

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- o BUAD 202-Managerial Accounting-Preparation of accounting reports and analysis for use by management in planning and controlling operations.
- o BUAD 262-Statistical Analysis II-A continuation of BUAD 261. Topics covered include: methods of statistical inference - estimation and hypothesis testing, properties and applications of the t, chi square and f distributions, etc.

- o BUAD 312-Data Base Management-Structure of Computer installations and information systems with emphasis on data management and data structures; design, creation, editing, updating, sorting, searching, retrieval of sequential and direct-access files-time shared data bases-quality control and recovery.
- o BUAD 316-Computer Hardware and Operations-Comprehensive coverage of computer system hardware components treating both their characteristics and suppliers and an examination of computer system operations including operating systems and job control languages. Student learns to conduct feasibility studies which include system descriptions and operations plans, etc.
- o BUAD 334-Management Problem-Solving and Decision-Making-Emphasis is placed on the internal organization and management of the enterprise. This course exposes the student to the purpose, methodology and techniques used to effectively analyze organizational problems. Applications of systems theory are also explored to enhance student perspective and creativity in problem solving.

25X1A 4. Staff Position: The direct cost to the Agency for this training will be approximately \$768.00. The funds are available in ODP's 1979 training budget and ODP is prepared to obligate these funds for this purpose. Mr. [REDACTED] will be carried 25X1A in a duty status during the academic semester. The MZ Career Board has reviewed Mr. [REDACTED] request and proposed course of study and has recommended approval.

25X1A 5. Recommendation: Mr. [REDACTED] has been a strong performer during his Agency career. His most recent Fitness Report cites his enthusiasm, imagination, dedication, and efforts in self-improvement. It is the view of the MZ Career Board that he has potential to be a senior manager in ODP. In view of the above it is recommended that you approve one semester of external full time training for [REDACTED] 25X1A

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APPROVED: [REDACTED]

/s/ Deputy Director for Administration

13 NOV 1978

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